

Executive Registry
0603

3 AUG 1948

MEMORANDUM FOR: Assistant Director for Reports and Estimates
Assistant Director for Operations
Assistant Director for Special Operations
Assistant Director for Collection and Dissemination
Chief, ICAPS
Chief, Advisory Council
Executive for Inspection and Security
Executive for Administration and Management
General Counsel

SUBJECT: Storage of Vital Documents.

1. Effective 10 August 1948 a Vital Records Storage Committee is established to develop methods and procedures necessary to select and provide safe storage and plan for the use of certain vital CIA documents.

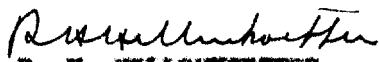
2. The Committee will consist of the Assistant Director for Collection and Dissemination or his designee as Chairman, and one member and alternate appointed from each Office and Staff Section. The Recorder will be the representative of the Executive for Administration and Management. The Committee will meet at the call of the Chairman.

3. The principal function of this Committee will be to recommend to the Director a plan covering:

- a. Selection of material to be preserved.
- b. Method of duplication of material
- c. Method of storage.
- d. Selection of a site for storage.
- e. Personnel requirements.
- f. Equipment and overall financial requirements (other than personnel)
- g. Methods of transport for material.
- h. Method of safeguarding the material.

4. In cooperation with the CIA offices concerned, the Committee will also develop and recommend procedures to assure that the program will be active, the files restricted to essential material and cover other functions necessary to the mission.

5. The initial report of findings and recommendations of the Committee will be submitted to the Director through the Executive for Administration and Management by 1 October 1948.


R. H. HILLENKOTTER
Rear Admiral, USN
Director of Central Intelligence

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**REFERENCE CENTER
Foreign Industrial Register**

4 February 1948

MEMORANDUM TO: Chief, Reference Center

SUBJECT: Establishment of Alternate Set of FIR records.

1. In accordance with your verbal instructions, the following suggestions are offered in the event the records and files of the Foreign Industrial Register were destroyed and operations were required to be set up from an alternate set of records.

a. Materials to be stored:

- (1) One complete set of "ICF" cards and/or analysis sheets.
- (2) An additional set of tabulating punch cards including pertinent explanatory notes.
- (3) One copy of all operating procedures of FIR.

b. Method of Reproduction:

- (1) The preferred method of reproducing the "ICF" cards and analysis sheets for alternate records would probably be microfilming. This method is no doubt immediately more costly in personnel and funds but in the long run would provide the most expeditious means of converting the information for setting up operations and in the interim would involve less storage cost. Microfilming lends itself to a ready and rapid reproduction of the data, in the event the unit were activated and multiple copies of the recorded information were required.
- (2) The additional set of tabulating punch cards would be reproduced as a part of our continuing operations with relatively little increase in personnel.
- (3) An additional copy of operating procedures would involve no difficulties whatsoever.

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c. Transmission and Control Factors:

Transmission of materials herein proposed poses no problems. Careful and adequate packaging here would be necessary. Provision should be made for receipting of material on the receiving end.

All material would be dated so as to assist in the reconstruction of the files held at the source. Periodically, and in any instance no more frequently than annually, the file at alternate site would be brought up to date by mass^{re}production here of an entirely new and current set of tabulating punch cards to supplant completely the card file at alternate site.

d. Space requirements:

It is estimated the following cabinets would be required:

(1) At present:

- 1 - Microfilm cabinet
- 2 - 20 drawer, tabulating punch card file cabinets.

(2) By June 30, 1948:

- 1 - Microfilm Cabinet
- 3 - 20 drawer, tabulating punch card file cabinets.

(3) Annual increment of space requirements:

- 1 - Microfilm Cabinet
- 2-3 20 drawer, tabulating punch card file cabinets.

e. Personnel and Machines:

Personnel requirements would be negligible. Periodic bulk filing and receipting for incoming materials would be required at alternate site. Tabulating punch card reproduction here, as well as packaging and control on transmission would also be involved. As nearly as can be estimated at this time a total of one man-year would probably cover the entire additional work load occasioned by FIR materials.

It is to be assumed that a sufficient complement of machines will be available in order to set up and resume operations at the alternate site.

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4 February 1948

MEMORANDUM TO: Chief of Reference Center, A&M

SUBJECT: Requirements for Duplicating Records of Central Index
For Use in the Event of the Destruction of Original
Records.

1. The subject has been considered from two points of view:

(a) That it is desired to establish duplicate records which would permit the immediate resumption of procedures and services to be rendered on the same basis as established in Washington.

(b) That it is desired to establish a duplicate set of records which would preserve the information contained in the original records in a manner permitting service to be immediately rendered on an effective but limited basis with full service to be reestablished after a period of time.

Index to Documentary Material.

2. Under the requirements in 1 (a), it would be necessary to reproduce daily all the cards prepared for documentary material; forward the duplicate cards each day to the security area; and maintain operating personnel and machines at that point to file the duplicate cards in accordance with procedures prepared for the filing operation. In addition to the limited number of machines required for the filing operations, it would also be necessary to have sufficient IBM and facsimile standby machines for use upon notice of destruction of the original records.

To prepare the duplicate records for the documentary index, approximately one-third more permanent operating personnel would be required in Washington during the period when the volume of material processed is at its estimated peak of 6,000 cards a day. The operations in the Central Index will probably be running at full capacity in the summer of 1949, and the buildup to that peak will be gradual as indicated below by the number of cabinets required to house the duplicate records.

30 June 1948	2 cabinets
30 December 1948	8 cabinets
30 June 1949	15 cabinets ✓

After 30 June 1949, approximately two cabinets a month will be added. ✓

The above figures do not take into consideration the reduction in filing space which will be occasioned by the elimination of cards for material which may become obsolete.

3. Under the requirements in 1 (b), the following procedure in connection with the documentary index file would eliminate the necessity

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to duplicate the extensive documentary card index. It would permit an immediate means of furnishing of data to fill requirements, and it would provide the necessary source material for reconstructing the card index file over a period of time.

(a) The reference cards which will be processed for the reference index file will be typed and punched from transmittal sheets prepared daily by the Library. The transmittal sheets will contain in concise legible form all of the data to be typed and punched in each card; a bibliographic statement and an abstract of the subjects covered by each document; and other pertinent data identifying the document which will not require typing or punching in the card. Each transmittal sheet will be consecutively numbered, and the transmittal sheet number will be included in the typewritten material on each card.

From these sheets the reference card file could be reconstructed. At the peak of operations it is estimated that there will be 1,000 of these sheets per day.

It is recommended that each day the transmittal sheets be sorted into transmittal sheet number order and microfilmed in that order. This would require approximately one-third of a 35mm film per day. Upon completion of a reel, the reel would be indexed to show the days and the beginning and ending number of the transmittal sheets contained on the film. These films would be forwarded to the security area and filed in chronological order.

(b) Each day the Central Index will automatically prepare from the cards processed catalog sheets showing the bibliographic statement and the abstract of each document processed. These sheets will be prepared in such a manner that they may be accumulated in loose leaf binders by subject and area thereby providing a written record of all data contained in the reference file and the data will appear on the catalog sheets in the same order as the reference file, i.e. by subject by area.

This accumulative catalog will provide, in case of destruction of the index cards, a means for immediately locating material to fill requests and will be in effect a written summary of all intelligence material processed by the Central Index. Present procedures provide that the catalog sheets be prepared daily from offset mats so that the preparation of additional sheets to be stored in the security area will be automatic.

X It is recommended that catalog sheets be forwarded daily to the security area, and that personnel employed there be responsible for properly filing sheets in the loose leaf binders which would be provided for that purpose. At the peak of operations there would be approximately 400 sheets a day to be placed in the binders. One clerk would be required for filing sheets and keeping the catalog in order.

If the above procedure were placed in effect, the only operations which could not be made effective immediately would be

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the preparation of statistics, the collating of material received daily with unfilled requests and continuing project cards, and the tabulation of special reports.

It is believed that under this procedure new material should be processed daily and placed in a reference file so that the current material, together with the cataloged material, could be used to fill requests for intelligence information. At the same time key punch operators would be employed to reconstruct the cards for the cataloged material from the microfilmed transmittal sheets.

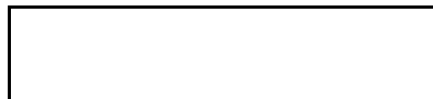
X Ten library book stacks occupying 30 sq. ft. of floor space would accommodate catalog sheets prepared over a period of two years of peak volume operation. 5'x6'

Graphic Materials Division.

4. Since procedures have not been established to use the facsimile method in connection with graphic materials procedures, the procedure described for the documentary index could not be applied. It is therefore recommended that the cards for the graphic materials index be reproduced so that a duplicate file of cards could be established. The volume of such cards and cabinets required to house those cards is contained in the report submitted by the Graphic Materials Division.

Administrative Section.

5. The plans for this section have not progressed sufficiently to prepare estimates and should be made the subject of a later report. It is believed, however, that the duplicate records for this work could be microfilmed and a relatively small storage space would be required.



Chief, Central Index

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4 February 1948

TO : Deputy Chief,
Reference Center

SUBJECT: Duplication of Important Library Materials

As a precaution against the possibility of loss of certain intelligence documents and other irreplaceable items, the summary listed below includes those items which should be considered for duplication.

I	<u>Description of Material</u>	<u>No. of Cabinets Required</u>	
		<u>Present</u>	<u>Yearly Increment</u>
	a. All TOP SECRET material produced by the intelligence activities	1	2
	b. All publications produced by CIA (including FBIB Daily Reports)	10	24
	c. Cables and Airgrams (TOP SECRET and below)	16	12
		<u>Shelving Required</u>	
		<u>Present</u>	<u>Yearly Increment</u>
	d. All basic intelligence studies such as JANIS, British Geographical Handbooks, Zone Handbooks, ISTD, USSBS, etc.	100 linear feet	100 linear feet
	e. Certain standard foreign and domestic reference books (directories, encyclopedias, and books, dictionaries, etc.)	100 linear feet	50 linear feet

II Machines Required

- a. Faxograph
- b. Microfilm reading machine
- c. Microfilm storage cabinet

III Personnel Required

Maintenance of the above material and equipment would require the full time services of one P-2 Librarian and one male SP-5 Library Assistant.

Acting Chief
Intelligence Documents Division
Reference Center

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3 February 1948

MEMORANDUM TO: Chief, Reference Center, A & M

SUBJECT: Duplicate Records

1. The following data are approximate figures representing valuable intelligence items under the cognizance of the Graphic Materials Division which could well be preserved in duplicate should a disaster nullify all the work as represented in our local records.

Maps

It would not be feasible to duplicate copies of the actual map material on hand. We have no map collection, as such, of any size but our machine records cards represent the potential resources of all map items processed from other holding agencies. (The Army Map Service is actually preserving duplicates of valuable maps).

It is expected that when the bulk of this processing is completed the Map Section will have recorded ~~4~~ approximately 750,000 cards representing 1,500,000 titles. These can be recorded at the rate of approximately 500/wk/person. We have on hand approximately 8,000 cards.

Estimating 60,000 IBM cards to a cabinet, duplicate map records could be contained in thirteen cabinets which would be filled, with our present staff, at the rate of approximately two and one-half cabinets per year.

Cards recording essential data on related publications such as atlases, gazetteers, etc., will probably total 1,000, which can be processed at the rate of 150/wk/person. We have on hand approximately 400 such cards. These could be contained in one drawer of an IBM cabinet.

Photos

Our Pictorial Record Section has on hand approximately 1,000,000 master prints and 1,500,000 negatives. There are approximately 1,500,000 duplicate prints, many of which will eventually be destroyed for lack of space and demand. The master file will be recorded on IBM cards as will selected photo coverage of other holding

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agencies. The rate of coding these cards has not been established but approximately 350/wk/person could probably be reached. The bulk of the photo coverage would require approximately 2,000,000 cards requiring an eventual cabinet space of 34 cabinets, which would be filled (figuring on five field teams) at the rate of three cabinets per year.

The latest or most valuable photography would be processed first to minimize the importance of the backlog of material to be processed.

In addition to preserving the records of all this photography, some consideration should be given to filing duplicate prints of selected photography. This could be done with storage space of approximately 2,500 prints per drawer or 10,000 to a 4-drawer letter-size cabinet. A collection of 100,000 prints from CIA files would require ten 4-drawer or eight 5-drawer cabinets.

Film

The Film Section is not far enough along to be able to produce even approximate figures for this study.

[Redacted]

Chief
Graphic Materials Division

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3 February 1948

MEMORANDUM TO: Coordinating Staff, Reference Center, A&M.

SUBJECT: Contact Control Register Monthly Report.

1. The statistics outlined below reflect the status of the Contact Control Register as of 29 January 1948, and are submitted for inclusion in the Operational Analysis Handbook which is being prepared for the Director by Management Branch, A&M:

Documents Received

Miscellaneous Reports and Forms	636
Intelligence Reports	432
Name-check Requests	419
Name-check Reports	396
	<u>1883</u>

Sources Indexed

<u>Originating Agency</u>	<u>Organizations</u>	<u>Individuals</u>
CIA	71	62
Army	6	11
Navy	5	12
Other	<u>(1)</u>	<u>3</u>
	81	88
	<u>169</u>	

Sources Indexed (Cumulative)

<u>Originating Agency</u>	<u>Organizations</u>	<u>Individuals</u>
CIA	550	339
Army	332	192
Navy	132	279
Other	<u>17</u>	<u>208</u>
	1031	1018
	<u>2049*</u>	

*Since most sources possess information regarding two or more subjects in more than one area, the foreign intelligence potential of the 2049 recorded sources is reflected by 8380 area cards and 30,411 subject cards.

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Number of Sources Indexed by Selected Countries

USSR	267
Poland	61
Czechoslovakia	93
Hungary	63
Rumania	54
Yugoslavia	54
Albania	10
Finland	75
Greece	73
Turkey	92
Iran	54
Manchuria	42
Spain	87
Argentina	212
Korea	49
Bulgaria	30

Sources on Russia by Major Subjects

General Information	2
Military	13
Naval	7
Air Forces	7
Political	63
Economic - General	80
Public Service Systems	68
Fuels, Metals & Minerals	78
Agriculture, Forestry & Fishing	23
Manufacturing	145
Transportation	41
Communications	26
Sociologic	78
Topographic	76
Biographic	54
Scientific	15

25X1 2. The Contact Control Register, in a discussion with [] of Management Branch, A&M, suggested certain changes which the Register would like to effect in the presentation of the Contact Control Register section of the Operational Analysis Handbook.

25X1 [] stated that Management would be glad to revise the presentation of the Register, but that because of the scarcity of draftsmen, the revision could not be effected for the month of January. It was recom-

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mended by [] that suggested revisions be submitted any time after 15 February for inclusion in the February edition of the Handbook. After consultation with the Coordinating Staff, the Contact Control Register will propose its recommendations to Management Branch in the third week of February.



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Chief, Contact Control Register,
Reference Center, A&M.

cc: Chief, Reference Center, A&M. ✓

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February 3, 1948

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MEMORANDUM TO:
Chief, Reference Center

SUBJECT: Duplication of BIR files

1. The possibility of setting up duplicate files of all pertinent information maintained by this Register has been considered both from the standpoint of the Intelligence Section and that of the Index Section and it was decided to duplicate only the punch card files.
2. This would involve processing the following punch card files here, and at the field installation.
 - a. Basic Card: this file will be maintained in alphabetical sequence and will contain the following information on each individual.
 - (1) Name (variants and aliases)
 - (2) Present occupation
 - (3) Soundex
 - (4) Citizenship
 - (5) Birth date and place
 - (6) Race-sex
 - (7) Marital status
 - (8) Religion
 - (9) Residence
 - (10) Education
 - (11) Case number
 - b. Organization Card: this file will be maintained in sequence by category within location of organization and will contain the following information.
 - (1) Name of organization
 - (2) Category of organization
 - (3) Location of organization
 - (4) Names of each member
 - (5) Position of each member
 - (6) Dates entered on duty
 - (7) Dates terminated from duty
 - c. Intelligence card: this file will be maintained in qualification sequence and will contain the following information.

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- (1) Name of individual
- (2) Qualifications of individual
- (3) Amount of experience (time) for each field of qualification
- (4) Citizenship
- (5) Attitude toward various countries
- (6) Country working for
- (7) Languages spoken
- (8) Military capabilities
- (9) Political tendencies
- (10) Political aspirations
- (11) Area familiar with
- (12) Time spent in area
- (13) Case number

d. Reference card: this file will be maintained in case number sequence and will contain the following information.

- (1) Five letters of surname
- (2) Description of document
- (3) Location of document
- (4) Category of individual
- (5) Date of document
- (6) Date of activity
- (7) Citizenship
- (8) Case number

2. In order to accomplish the above it is estimated that the following equipment and personnel would be needed immediately.

a. Personnel

- 1 Senior machine operator--supervisor
- 1 Machine operator who can key punch
- 2 Teletype operators
- 1 Clerk

b. Equipment

- 1 IBM interpreter
- 1 Key punch machine
- 2 Teletype machines
- 1 Sorter
- 1 Tape cutting machine
- 1 Tape transcribing machine
- 1 Collator
- 1 Typewriter
- 4 File cabinets (IBM card), 3 way combination
- 1 File cabinet, cap size, 3 way combination
- Desks, cards, paper, etc.

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3. All additions, deletions and changes to the Headquarter files would be cut into a teletype tape which would be transmitted to the field installation; these cards would be punched from the teletype tape and processed into the files. This would produce a duplicate set of files.

4. The teletype is recommended as a means of transmitting these files for the following reasons:

- a. Off punching: it would be impossible to use the same card gauge in the headquarters installation and in the field installation. Since no two gauges are the same, the card produced at the headquarters would possibly be off punched when used in the machines at the intelligence field installation. Experience has proved that this creates a tremendous amount of difficulty.
- b. Moisture content: the moisture content in the atmosphere of the vicinity of the headquarters would probably vary a great deal from that of the field installation. Therefore, the cards at the headquarters would expand and prove difficult to get through the machines at the field installation.

Mr. Steve Cave of the International Business Machines does not recommend that cards punched in one installation be used in the machines of another installation.

5. All estimates are based on the flow of material through this Register. At present there are 14,593 individuals on file with an estimate of 109,447 cards punched in order to cross index the various information available on these individuals.

6. It is estimated that this Register will hit a peak of 50,000 individuals per year. This will necessitate transferring 375,000 cards per year over the teletype.

Acting Chief
Biographical Intelligence Register

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